

Access and Participation Plan

Intervention Innovation Fund - Application Questions

This document lists all the questions you are asked as part of the APP Innovation Fund online application form. We've listed them below to help you draft your application before submitting it online.

Please note: applications will not be accepted in this format - please complete the Microsoft Form available on the APP Intranet page.

Section 1: Applicant Information

1. Full name

2. Your School, Faculty or Professional Services department

If you are a student, please state which School you are enrolled in (e.g. School of Medicine, School of Humanities).

3. Email address

This must be a Keele email address

4. Phone number

5. Project title

Section 2: Project Details

6. Which APP Priority Group(s) does your project target?

(Select all that apply)

Definitions:

- **TUNDRA Q1:** Students from the most underrepresented neighbourhoods in higher education
- **Free School Meal Eligibility:** Students who were eligible for free school meals during school
- **IMD Q1:** Students from the most deprived areas (Index of Multiple Deprivation Quintile 1)
- **Mature Students:** Students aged 21 or over at the start of their course
- **Care Leavers:** Students who have spent time in local authority care
- **Estranged Students:** Students with no contact or support from their parents/guardians
- **Asylum Seekers:** Students seeking asylum in the UK

Select all that apply:

- ☐ TUNDRA Q1
- ☐ Free School Meal Eligibility
- ☐ Black, Asian, Mixed or Other Ethnicity
- ☐ IMD Q1
- ☐ Disability (Mental Health and Multiple Impairments)
- ☐ Mature Students
- ☐ Care Leavers
- ☐ Estranged Students
- ☐ Asylum Seekers

7. Which student lifecycle stage does your project focus on?

Definitions:

- **Access:** Attracting and recruiting students to Keele
- **Attainment:** Supporting students to achieve good degree outcomes (1st or 2:1)
- **Continuation:** Supporting students to progress from year to year without leaving their course
- **Completion:** Supporting students to successfully finish their degree
- **Progression:** Supporting students into employment or further study after graduation
- **Full Lifecycle Support:** Supporting students across multiple stages

Select one:

- ☐ Access
- ☐ Attainment
- ☐ Continuation
- ☐ Completion
- ☐ Progression
- ☐ Full Lifecycle Support

8. Please describe your project in no more than 500 words.

This needs to include:

- The rationale behind selection of the chosen APP Gap(s) and Priority Group(s) (*See the APP Gaps Dashboard on the intranet for guidance*)
- Details of the proposed project and its outputs
- How this will enhance institutional and sector practice
- How student consultation and engagement will be embedded

(Maximum 500 words)

9. What evidence base underpins your project approach?

Please reference sector research, OfS guidance, TASO reports, or other evidence that informed your project design.

Helpful resources:

- TASO Evidence Toolkit: <https://taso.org.uk/evidence/evaluation-guidance-resources/>
- OfS Topic Briefings: <https://www.officeforstudents.org.uk/publications/topic-briefings/>
- What Works Hub: <https://www.officeforstudents.org.uk/advice-and-guidance/promoting-equal-opportunities/effective-practice/>
- Keele Evaluation Framework: (*available via APP Intranet page*)

(100-200 words)

10. How many students do you anticipate will benefit from this project?

Please provide an estimate or range, and explain how you arrived at these figures.

Example: "We estimate 50-75 students based on current enrollment in the target programme"

(50-100 words)

11. How will your project be evaluated? What type of evidence do you aim to produce?

- **Type 1:** Narrative (descriptive accounts, reflections, case studies)
- **Type 2:** Empirical enquiry (quantitative or qualitative data, surveys, interviews)

(100-150 words)

12. How does your project have potential to scale across the institution or inform sector practice?

(50-100 words)

Section 3: Budget and Timeline

13. Please provide a detailed breakdown of planned expenditure.

You may upload this as a separate table if preferred in question 14.

Include:

- Item description
- Cost
- Justification for each budget line

Important: Teaching/workload buyout cannot be considered.

Eligible costs include:

- Materials and resources (*e.g. books, software, consumables*)
- Student engagement activities (*e.g. focus groups, workshops, events*)
- Evaluation costs (*e.g. survey tools, transcription services*)
- Dissemination activities (*e.g. conference attendance, poster printing*)
- Workshop delivery (*e.g. facilitator fees, room hire*)
- Specialist input (*e.g. external consultant, guest speaker*)
- Any other direct project costs

14. If your budget breakdown is in table format, please upload it here.

Upload file (optional)

15. Project start date

Projects should start by late March 2026 (Semester 2) to allow completion by the funding deadline.

16. Estimated project end date

Year 1 funding must be spent by 30 June 2026

17. Amount of funding you're applying for

Maximum £1,000 for Year 1

18. Total project cost

19. Have you applied for any other sources of funding for this project?

- ☐ Yes
- ☐ No

20. If yes to the previous question, what other source(s) of funding have you applied for and how much is expected?

Section 4: Theory of Change and Supporting Documentation

21. Theory of Change (REQUIRED)

Please upload your completed Theory of Change.

Applications without a Theory of Change will be considered incomplete.

Upload file (required)

22. Did you attend a Theory of Change workshop?

- ☐ Yes
- ☐ No

23. Additional supporting documentation (if required)

If you need to add any additional evidence or supporting materials for your project, please upload them here.

Upload file (optional)

Section 5: Staff Questions

If you are a member of staff: are you making this application on behalf of a school or department?

If so, please ensure that this form is signed by your budget manager. In the case of more than one application being made on behalf of a school or department, the Head should indicate the school or department priority among the bids submitted.

If your project involves refurbishment or change to a University room or building, please ensure that Estates are fully aware of your intentions and provide formal supporting documentation with your application that Estates have approved.

24. Evidence of approval by budget manager (REQUIRED)

The budget manager within your Faculty/School/Directorate needs to be aware of this APP Innovation Fund application.

Please ensure they confirm their support by emailing **s.price@keele.ac.uk**, stating that they have reviewed and support your application.

This approval email must be received before the deadline: Friday 27 February 2026, 5:00pm.

25. Print name of budget manager (REQUIRED)

Section 6: Student Questions

If you are a student:

All students need a member of staff in support of the application. For many, this is a KeeleSU / AU Sabbatical Officer, or for others it could be a personal tutor or other member of staff.

Please ensure your chosen staff member confirms their support by emailing **s.price@keele.ac.uk**, stating that they have reviewed and support your application.

This approval email must be received before the deadline: Friday 27 February 2026, 5:00pm.

26. If you are a student: Print name of your staff advocate

27. If you are a student: Are you making a Keele SU or AU application?

For example, an application from a student sports group, club, society or JCR. If so, this form should be supported by the relevant KeeleSU Sabbatical Officer prior to the deadline.

- ☐ Yes
- ☐ No

Section 7: Additional Upload (if required)

If you need to add any additional evidence of approval for your project, e.g. approval from Estates, please do this here.

Upload file (optional)

Section 8: Declaration

28. Your signature

By signing, you agree to:

- Sign a project agreement outlining deliverables, timeline, and monitoring requirements
- Provide regular progress updates to the APP Strategy Group
- Complete financial reconciliation by 30 June 2026
- Produce an End of Year 1 evaluation report by July 2026
- If continuing to Year 2, produce a final evaluation report for external publication

Please type your name below -- there's no need to upload a file of your signature.

If you have any questions, please contact s.price@keele.ac.uk